



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics*  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)  
Hillsboro, OR East Portland, OR



## NOTICE OF VACANCY \*AMENDED 7/22/10\*

1. <u>Announcement Number</u>  T38 -10-0207-IF	2. <u>Title, Series, Grade, Salary</u>  Health Science Specialist (PD#31984A/32507) GS-0601-09 or GS-11 \$50,021 to \$78,674 per annum (Based on full-time employment)	3. <u>Tour of Duty</u>  8:00a – 4:30p M-F	4. <u>Duty Station</u>  Rehabilitative Research and Development, Research Division Vancouver, WA
5. <u>Type &amp; Number of Vacancies</u>  Temporary NTE 1 year & 1 day 1 Full-time Position	6. <u>Contact</u>  Human Resources Assistant 503-273-5236	7. <u>Opening Date</u>  7/21/2010	8. <u>Closing Date</u>  8/3/2010

- THIS POSITION IS IN THE BARGAINING UNIT

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

### MAJOR DUTIES:

The duties of the Health Science Specialist include fulfilling a variety of research support duties and responsibilities that may include, but are not limited to, coordinating and managing day-to-day research program activities, screening patient medical records for intake criteria, recruiting potential human subject participants, completing the informed consent process, administering questionnaires, completing research protocols, providing investigational techniques, protecting human subjects including their confidentiality, privacy and personal (identifiable) health information, and collecting, analyzing and reporting data in a variety of formats including databases, presentation and publications.

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-0601 series applies and may be reviewed in the Human Resources Management Service office. Applicants must meet both the Basic Requirement as well as the Specialized Experience and/or Substitutable Education Requirement to be found qualified.

**Basic Requirements:** The individual occupational requirements typically provide at least two methods for applicants to meet the basic requirements of the occupations covered by this standard:

- A. Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study in an academic field related to the health sciences or allied sciences.

Where specific course requirements are not indicated, the number of semester hours required to constitute a major field of study is the amount specified by the college or university attended. If this number cannot be obtained, 24 semester hours will be considered as equivalent to a major field of study. The nature and quality of this required course work must have been such that it would serve as a prerequisite for more advanced study in the field or subject-matter area. Related course work generally refers to courses that may be accepted as part of the program major.

- B. The "paragraph B" method generally requires that an applicant possess a core of educational credit, such as described in paragraph A above, plus additional education and/or experience. The method of determining the number of semester hours required to constitute a major field of study is the same as described in paragraph A.

The quality of the combination of education and experience must be sufficient to demonstrate that the applicant possesses the knowledge, skills, and abilities required to perform work in the occupation, and is comparable to that normally acquired through the successful completion of a full 4-year course of study with a major in the appropriate field. In addition to courses in the major and related fields, a typical college degree would have included courses that involved analysis, writing, critical thinking, research, etc. These courses would have provided an applicant with skills and abilities sufficient to perform progressively more responsible work in the occupation. Therefore, creditable experience should have demonstrated similarly appropriate

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skills or abilities needed to perform the work of the occupation.

**Specialized Experience: For the GS-9 level:** One (1) year of specialized experience equivalent to at least the GS-7 level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. **For the GS-11 level:** One (1) year of specialized experience equivalents to at least the GS-9 level.

Specialized experience for **all grade levels** in this announcement include:

- Coordinating and managing day-to-day research program activities as a Clinical Coordinator, Research Associate, Research Assistant, or similar position
- Screening patient medical records for intake criteria; recruiting potential human subject participants, completing the informed consent process and administering questionnaires
- Collecting, analyzing and reporting data in a variety of formats including databases, presentations and publications
- Grant writing, screening and evaluating human subjects for studies
- Preparing and analyzing data sets
- Writing, editing, and reviewing research papers for leading journals
- Coordinating single or multiple site human subjects studies, providing training to new members of the team on study protocols, etc

**Substitution of Education for Experience: For GS-9:** Two (2) years of progressively higher level graduate education leading to a Master's degree or other related degree with major in an academic field related to the health sciences or allied sciences appropriate to the work of the position. **For GS-11:** Three (3) years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree. **If using education as a substitute for experience, you must submit a copy of your college transcripts with application packet.**

#### **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to the rating factors may result in your application receiving a less than desirable rating.***

1. Describe your experience coordinating and managing projects, including budget reporting, and managing/hiring personnel. (Please include a description of your ability to take initiative and oversee tasks to ensure progress to deadlines.)
2. Describe your experience conducting human studies research. (This includes experience you have with patient or research participant intake, in administering questionnaires, in interacting with institutional oversight committees, and in using patient electronic medical record systems, as well as a description of your experience building databases in order to manage data collected, to include running reports, preparing statistical analysis, reviewing data, etc.)
3. Describe your ability to communicate with colleagues/co-workers, customers, and senior leadership (clinicians and researchers) on complex issues. (Describe the type of issues you have dealt with, how you have dealt with them, who was involved and how you kept all parties apprised until the issue was resolved.)
4. Describe your experience collecting and analyzing research data. (Please include a description of your experience with database and statistical software within this context.)
5. Describe your experience preparing manuscripts for publication and in preparing grant and contract proposals.
6. Describe your experience working with elderly subjects and within rehabilitation/long term care settings, including performing physiologic assessments in such settings.

#### **CONDITIONS OF EMPLOYMENT:**

- **Priority Consideration:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they can perform the duties of the position at the full performance level and the full range of Title 38 program oversight, to include guidance and training for other VISN HR Specialist(s) in the performance of their duties.
- Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible
- **Noncompetitive Appointment of Certain Military Spouses**
  - Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
  - Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.

- Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.
- VEOA (Veterans Employment Opportunities Act) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Schedule A special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at [www.opm.gov/disability/aboutus.asp](http://www.opm.gov/disability/aboutus.asp).
- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future.
- Applicants without prior federal service will be appointed at step one of the grade.
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).
- This posting is for one (1) position.
- This position does not have promotion potential. A selectee hired at the GS-9 level will not advance to the GS-11 level.

## **HOW TO APPLY:**

### **All applicants submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference:
  - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
  - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
  - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
4. Narrative statement relating to all of the KSAs. Candidates submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs may result in your application receiving a less than desirable rating.
5. A copy of your college transcripts (Required if using education to qualify).
6. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**All application packets must be received in Human Resources by Close of Business (COB) on 8/3/2010.**

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>.

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: T38-10-0207-IF**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

**APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**